

1040.0.0 CO-LOCATION OF SERVICES

1040.1.0 Purpose

It is the purpose of this policy to assure that all Division/Offices within the Department of Human Services meet DHS co-location requirements as established by Section 13 of Act 348 of 1985.

1040.2.0 Authority

The Director of the Department of Human Services shall delegate to the Director of the Division of County Operations the authority to assure co-location of services. Such co-location will be determined by what is in the best interest of the client, DHS, and the State of Arkansas.

1040.3.0 Scope

This policy applies to all Divisions/Offices of DHS which provide service delivery at the local level with the exception of institutions. The Division of County Operations will be responsible for providing space and other items necessary for Department staff to be able to provide services to clients through the county office.

1040.4.0 Definitions

Items provided by Division of County Operations to Divisions/Offices providing services through county offices may include but are not limited to: clerical support; office space; equipment; utilities; supplies; postage; and telecommunications.

1040.5.0 Co-Location Plan

A standardized Departmental co-location plan will be utilized for county offices. Specific county office co-location plans will be developed utilizing the standardized Departmental plan. Any proposed alteration(s) to the plan will be approved by the Division of County Operations, Director/designee.